



# Town of Port Royal

Established 1744

*“Behold Us Rising”*

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**Town of Port Royal  
Council Minutes  
March 21, 2017, at 7:00 p.m.  
Port Royal Town Hall**

MEMBERS PRESENT: Mayor Jim Heimbach, Vice-Mayor Monica Chenault, Bill Henderson, Alex Long, Sharon Farmer, Gladys Fortune.

MEMBERS ABSENT: J P Wilkerson (due to recent surgery).

OTHERS PRESENT: Interim Town Manager Steve Crosby and Town Clerk Terri Harrison; VDOT representatives Marcia Parker, Sean Nelson, and Steven Hayes

AUDIENCE: Chris Flora and Mr. Jenkins.

Mayor Heimbach opened the regular Town Council meeting at 7:00 p.m.

ANNOUNCEMENTS/AGENDA ADDITIONS AND REVISIONS:

Mayor Heimbach reported emergency plumbing work in the men’s bathroom. Total cost \$166.50.

VDOT STAFF:

Staff from VDOT made a presentation to the Town Council regarding the US Rt. 301 project and how the Town of Port Royal may be impacted with regard to traffic flow. The proposed date of completion of the new four-lane Harry Nice Bridge in MD is 2023, and significant expansion in Rt. 301 traffic is expected.

PUBLIC COMMENT:

None

STATE OF THE TOWN REPORT:

A copy of the Interim Town Manager’s report is attached.

CONSENT AGENDA:

**Upon motion by Mr. Alex Long, with a second by Ms. Gladys Fortune, Council accepted the Consent Agenda. Voting Aye: Henderson, Chenault, Long, Fortune, Farmer, and Heimbach.**

OLD BUSINESS:

Update on Royal Farms:

Royal Farms continues to have a problem with DEQ with regard to storm water infiltration. David Nunnally and Mike Finchum of Caroline County Planning are working with DEQ to work out a solution. Royal Farms is also having issues with the Virginia Department of Health with regard to drain field Issues. The Health Department is requiring 5 acres of contiguous drain field. Chris Hornung, of the Silver Properties, stated that they are hoping to begin site work soon despite these two very significant issues with the Health Department and DEQ.

Update on the Water System:

The Public Meeting on the water System Project is on schedule for Tuesday, March 28<sup>th</sup> at 7:00 pm at the Port Royal Firehouse.

#### Planning Commission Update

Alex Long, Chairman of the Planning Commission, reported that Charles McGuire has resigned from the Port Royal Planning Commission, which now consists of 5 members. Alex Long also reported that the Commission worked on the transportation piece of the Comprehensive Plan, a copy of which was handed out to the Town Council for their review. Responses may be communicated back to Alex Long.

**Upon motion by Ms. Monica Chenault, with a second by Ms. Gladys Fortune, Council accepted the resignation of Charles McGuire. Voting Aye: Henderson, Chenault, Long, Fortune, Farmer, and Heimbach.**

#### Street Light Update:

Pending installation, proposed installation to take 20 days.

#### Audit Update:

Steve Crosby reported that the auditors have finished the field work and hope to do a site visit next week and have a draft audit shortly. Mayor Heimbach also advised Council that he has already communicated with Jamie Brissey of Account Inc., that if there is a considerable amount of extra work involved with the audit, the Town will recompense her accordingly.

#### VML Risk Management Grant:

Interim Town Manager Steve Crosby applied for and was awarded a \$500.00 grant. This grant was for localities to improve their safety. The Council agreed to purchase another security camera with the grant award. Steve advised Council that the grant process opens up again in July 2017, and suggested that Council mark the calendar.

#### Grass Cutting Bids:

Bids are due on April 17, 2017. Signs will be placed in the Post Office, Town Bulletin Board, Facebook, and the Town website.

#### Men's Bathroom Immediate repairs

There are areas in the men's bathroom which need immediate plumbing repairs as well as some hazardous electrical code violations. Mayor Heimbach received a quote from Holland Plumbing in the amount of \$600.00 to do the repairs and to add the outside faucet to the back of the building.

**Upon motion by Mr. Alex Long, with a second by Ms. Gladys Fortune, Council accepted the scope of work for the men's bathroom to be completed by Holland Plumbing, also taking into account the bill may be higher with the installation of the outside faucet which was not a part of his initial quote. Voting Aye: Henderson, Chenault, Long, Fortune, Farmer, and Heimbach.**

#### Bathroom Renovation Project:

Sharon Farmer will look at the bathrooms and make a recommendation to the Council at their next regular session with regard to some upgrades to the bathrooms, both men's and women's. Council agreed that the electrical work will proceed, but the plumbing work will be put on hold pending Ms. Farmer's report.

#### Festival Committee Update:

Ms. Chenault reported that all the registration forms for the 4<sup>th</sup> of July and Charter Day are on the website and on Facebook. She raised the question of increasing Charter Day to a 2-day event. Council discussed the idea, but made no definite decision, asking Ms. Chenault to investigate further, including polling vendors..

NEW BUSINESS:

Grants:

Alex Long proposed to Council that the Town pursue a grant being offered by the Department of Historic Resources to get a Historical Designation for the Town. It was noted that the Town is already on the Register of Historic Places. The deadline for submission is March 31, 2017.

**Upon motion by Mr. Bill Henderson with a second by Ms. Sharon Farmer, Council voted to approve Alex Long's offer to submit a proposal for the grant being offered by the Department of Historic Resources. Voting Aye: Henderson, Chenault, Long, Fortune, Farmer, and Heimbach.**

Search-Selection of Permanent Town Manager:

Interim Town Manager Steve Crosby has received several responses for the position the Town has for a permanent Town Manager. Council reviewed the candidates and chose one they wish to meet with and interview initially. The interview will be set up for Mayor Heimbach and Vice Mayor Chenault to meet with the candidate. They will schedule a lunch engagement.

**Upon motion by Ms. Gladys Fortune, with a second by Ms. Monica Chenault, Council voted to adjourn the meeting. Voting Aye: Henderson, Chenault, Long, Fortune, Farmer, and Heimbach.**

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "Marie J. Harrison".

M. Therese Harrison